

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-02-01</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.030, 196.037, 196.075, 439.340, 439.470, 439.480, 439.430, 196.035, 533.020, 533.050 and 439.510 P & P ACA Standard 3-3102, 3-3125, 3-3135, 3-3155, 3-3093, 3-3094, 3-3095</p>	<p>Subject</p> <p style="text-align: center;">DUTIES OF PROBATION AND PAROLE OFFICERS</p>	

I. DEFINITION

“Probation and Parole officer” (officer) means a person employed by the Division of Probation and Parole to execute duties as assigned by the Parole Board, and the Court, including those persons who are designated to supervise Probation and Parole staff.

II. POLICY and PROCEDURE

The duties of the Probation and Parole officer have been developed with the goal of protecting the community while providing necessary services to the offender and reducing the probability of continued criminal behavior on the part of the offender 3-3125).

A. Duties of the officer shall include:

1. Investigating cases referred by the Commissioner of Corrections, or his designee, the Parole Board, or any court in which the officer is authorized to serve.
2. Furnishing a written statement of the conditions of supervision to each offender and instructing the offender regarding those conditions.
3. Keeping informed concerning the conduct of each person under his supervision and using all available resources such as social services agencies, treatment providers, community agencies and volunteer groups to encourage improvement of the offender's conduct.
4. Keeping accurate and detailed records of case plan decisions and events regarding offenders (3-3102).

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5. Monitoring payments in accordance with the order of the Commissioner of Corrections or the releasing authority.
6. Supplying written reports to the releasing authority or Corrections, as required.
7. Referring clients to, and coordinating services with, other social agencies.
8. Enforcing the conditions of supervision as related to probation and parole.
9. Providing testimony and evidence in a hearing or trial.
10. Transporting offenders when applicable.
11. Investigating and supervising out-of-state probationers and parolees as agreed upon in the Interstate Compact.
12. Keeping informed of and adhering to current policies and procedures.
13. Participating in training programs designated by Corrections.
- ⓪14. Ensuring that offenders have access to supervision services twenty-four (24) hours a day, seven (7) days a week. Providing an emergency telephone number, cellular telephone number, or pager number to offenders under his supervision so they may contact him as needed during off duty hours. (3-3135)
- Ⓟ15. Processing sexual offender registrations and modifications.
- ⓪16. Advising the offender of constructive and acceptable leisure time activities that contribute to a satisfactory community adjustment. (3-3155)

B. Authority of officer to make an arrest

1. The officer shall have authority to make an arrest as set forth in KRS 196.037, 439.430 and 533.050 and ~~are~~ shall be trained in arrest practices before being allowed to make them. (3-3093, 3-3094)
2. The officer shall be authorized to arrest someone other than the offender only if (3-3095):
 - a. A third person interferes or attempts to interfere with the officer while the officer is performing his official duties, which include making an arrest, questioning, interviewing, apprehending or

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transporting an offender, or conducting a home visit or search and seizure of the offender, his property or place of residence; or

- b. The officer or a third person is in imminent danger of physical harm while the officer is performing any of the functions set forth above.
3. The officer may take reasonable steps to ensure his safety and the safety of others from a third person during the course of any of the functions set forth in 2 (a) above.